



# Job Opportunity

## State Controller's Office

**Position:** Associate Management Auditor ☐ (Pending Freeze Exemption; 8 positions two different classifications) **Statewide**

**Location:** Division of Audits  
300 Capitol Mall, Suite 518, Sacramento, CA 95814

**Issue Date:** February 3, 2003

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Sylvia Ramos, (916) 322-7977

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-640-4159-XXX ☐

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With direction provided by a Senior Management Auditor, perform as the first full journey person of the series exercising independence and proficiency in examining management controls in a single agency, a small group of related agencies, or private enterprise under the jurisdiction of the Office of the State Controller. Typical tasks include but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Properly support audit work sufficient to enable an expression of opinion on the fairness of the financial report and in accordance with policy;
- Develop preliminary reviews and analyses of the entity to be audited to determine required hours to complete each step in the audit planning;
- Conduct entrance and exit conferences stating the nature, purpose, and objectives of the audit during audit entrance conference;
- Provide auditees with identified problems or concerns both orally and written;
- Evaluate auditees accounting and administrative systems expressing an opinion as to adequacy making recommendations where appropriate;
- Make recommendations to supervisor of any needed revisions and/or updates of the audit program or approach;
- Provide established updates to the supervisor concerning audit progress, problems, new audit areas, or factors affecting the audit operation and timeline of reports;
- Act as lead auditor by assigning audit tasks to the less experienced team members, reviewing audit papers, and providing training to new staff members;
- Evaluate workload and determine resources needed to accomplish audit report processing.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 518

Sacramento, CA 95814

Attn: Sylvia Ramos